

MINUTES OF MEETING  
PALM COAST PARK  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Palm Coast Park Community Development District was held Friday, August 18, 2023 at 10:30 a.m. at the Hilton Garden Inn Palm Coast/Town Center, 55 Town Center Blvd., Palm Coast, Florida.

Present and constituting a quorum were:

David Root	Chairman
Robert Porter	Vice Chairman
Heather Allen	Assistant Secretary
Jeff Douglas <i>joined late</i>	Assistant Secretary
Ken Belshe	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager
Clint Smith	Field Operations Manager
Michael Chiumento, III	District Counsel

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Root called the meeting to order. Mr. LeBrun called the roll, four Board members were present at the meeting constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Root asked if any members of the public would like to address the Board. Tom Lowe (95 Rib Town Road) stated that at tract K, Clint was kind enough to help us get a situation resolved up there. We had a brief discussion at the last meeting. The entity that created the problem took a pretty cavalier attitude and weren't going to do much of anything. The situation has been resolved thanks to Clint in particular. Those residents up there know that the scope of what the Board does across the District every day is a lot larger than 5,000 sq ft in Sawmill Creek but they asked to pass along to all concerned a thank you.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 21, 2023  
Board of Supervisors Meeting and**

**Acceptance of Minutes of the July 21, 2023  
Audit Committee Meeting**

Mr. Root asked for any comments, corrections, or changes to the minutes of the July 21, 2023 Board of Supervisors and asked the Board for acceptance of the Audit Committee meeting minutes. The Board had no changes to the minutes.

On MOTION by Ms. Porter, seconded by Mr. Belshe, with all in favor, Approving the Minutes of the July 21, 2023 Board of Supervisors Meeting and Accepting the July 21, 2023 Audit Committee Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification Items**

**A. Flagler County Property Appraiser Data Sharing and Usage Agreement**

Mr. LeBrun stated that this is an agreement that the Board enters into annually. The Board agrees that they won't share any confidential information that is within the property appraiser or their data and will not share any confidential addresses or anything like that. He noted that George Flint had already signed and approved this.

On MOTION by Mr. Root, seconded by Mr. Porter, with all in favor, the Flagler County Property Appraiser Data Sharing and Usage Agreement, was ratified.

**B. Proposal from S.E. Cline Construction to Install Irrigation Control for Landscape in Matanzas Woods West**

Mr. LeBrun stated a few months ago the Board approved a contract with Yellowstone to upgrade the landscaping on the Matanzas Woods Parkway or at least a portion of that. There is no irrigation there currently. Mr. LeBrun talked to the city about trying to get one in, but they came back and told him that they are so busy that it would be months before they can do it. Mr. LeBrun contacted S.E. Cline Construction and this is a proposal for them to install a two-inch tap on a 12-inch main. In addition to that since this went to George Flint to be put on the agenda, there is a \$1,738 charge for the meter itself. Mr. LeBrun noted that they already signed this so that they can get it going. Mr. LeBrun stated that they are just looking for the Board to ratify the charge from Cline to install the meter and then charge for the meter itself which is \$1,738.

On MOTION by Mr. Porter, seconded by Mr. Belshe, with all in favor, the Proposal from S.E. Cline Construction to Install Irrigation Control for Landscape in Matanzas Woods West, was ratified.

*\*Jeffery Douglas joined the meeting at this time.*

## **TENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Chiumento III had nothing further to report.

#### **B. Engineer and Maintenance Report**

##### **(1) Reverie**

Mr. Smith stated that Mr. LeBrun had handed out a contract with United Land Services for a portion of the landscape maintenance of Reverie Phase 1. Right now, there is only the road right of way and pond bank mowing. The rest of their landscaping has not been installed yet. This is a contract just to get started so they can mow the pond banks and right of ways. The rest would be added in once it is installed which I do not know the schedule on. We assessed for all the past year, plus we have an assessment for Phase 1 and 2 going forward in the next year. I do not think money will be a problem, at least for this year or next year. We have their proposal for all of Phase 1 which is \$170,000 which you looked at, at the last meeting. Because we collected assessments for all last year, anything that is in excess of the budget or what we have collected Dream Finder has agreed to pay it. I do not think they will have to for the next year. We are looking for approval of the contract and the Chairman to sign for this part and we will add the rest later as it comes on board.

On MOTION by Mr. Porter, seconded by Ms. Allen, with all in favor, the contract with United Land for mowing of ponds and ROW in Reverie Phase 1, future areas will be added-in with addendums, was approved in substantial form.

##### **(2) Sawmill Branch**

Mr. Smith stated a similar thing at Sawmill Branch. The landscaping is in at Sawmill Branch Phase 1 and 2. Four Star has not completely turned over yet, but we want to get started. We collected assessments for all of last year and haven't spent any money. I handed out a couple of things to the Board. The first is a proposal to do a catch up cut just because some of the banks are a little high so that is \$2,475 and another proposal to maintain for the rest of August which is \$7,095 and then a contract to begin September 1<sup>st</sup> for the yearly amount was \$101,000. He noted that contract would run for two years and one month. There is an option for a third year at the Board's discretion. Yellowstone was the low bidder on the RFP we did last summer.

Mr. Smith stated the last item is for information, I got a request to look at the walkovers over the wetlands, all coming down US1 and areas where they go through a heavily wooded area, they are getting pretty slick, so I am going to have somebody come out and look at pressure washing. It is complicated by the fact that there is no water source there, so they have to bring their own. I am looking into this.

On MOTION by Mr. Porter, seconded by Mr. Belshe, with all in favor, Sawmill Branch: Yellowstone Proposal #339016 (\$2,475), was approved.

On MOTION by Mr. Porter, seconded by Mr. Belshe, with all in favor, the Sawmill Branch: Yellowstone Proposal #340529 (\$7,095), was approved.

On MOTION by Mr. Porter, seconded by Mr. Douglas, with all in favor, the Phase 2A/2B Pricing Sheet from Yellowstone, was approved.

### **C. District Manager's Report**

#### **i. Approval of Check Register**

Mr. LeBrun presented the check register totaling \$61,446.49 in general fund operating. The Board of Supervisor payments from general fund for Sawmill Creek \$9,788 and general fund for Reverie is \$683.33. That is a grand total of \$72,657.35. The chest register is here for your review. He stated he would be happy to answer any questions.

On MOTION by Mr. Porter, seconded by Mr. Belshe, with all in favor, the Check Register, was approved.

#### **ii. Balance Sheet and Income Statement**

Mr. LeBrun reviewed the unaudited financials through July 31. There is no action required on the Board's part as they are just for review.

### **SIXTH ORDER OF BUSINESS**

#### **Other Business**

There being no comments, the next item followed.

### **SEVENTH ORDER OF BUSINESS**

#### **Supervisor's Requests**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Belshe, seconded by Ms. Allen, with all in favor, the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman